



Nunez Community College Master Syllabus

BIOL 2410: Human Anatomy and Physiology II Laboratory

Division:	Health and Natural Science Division
Last Revised:	September 2007
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Included only on the Master Syllabus

EVALUATION OF INSTRUCTION

Each class at the College is evaluated by the students during the semester. The instrument used allows students to comment on the instructor and his presentation of the course. The results of these evaluations are made available to the instructor after grades are complete and turned in to the Division.

The Dean of the Division or his designee visits classes to observe instructors and completes an evaluation. A copy is given to the instructor with the opportunity for the instructor to respond to the evaluation. The evaluation with the instructor's response is kept on file in the Dean's office.

Faculty members are expected to meet every class for the entire class period and to use the class time to teach the subject matter effectively. Faculty members are responsible for safety of the students, other personnel including facilities employees, and for equipment and supplies. Faculty members are expected to enforce safety guidelines, such as no food or drink in the laboratories, for the students and are expected to follow these guidelines themselves as role models. Faculty are expected to maintain the cleanliness and order of the laboratory by requiring students to restore the laboratory to good order before they leave the laboratory, for example, by washing glassware used in the experiments. Students must not be left unattended in the laboratory. Faculty members are expected to take routine security precautions such as locking the doors between classes.

Information Included (as a block) on the Individual Instructor's Syllabus as well

COURSE DESCRIPTION

BIOL 2410 Human Anatomy and Physiology II Laboratory (0-3-1)

Detailed dissection of a cat is correlated with human anatomy. Co-requisite: BIOL 2400.

REQUIRED MATERIALS

Benson HJ, Gunstream SE, Talaro A, and Talaro KP. 2000. Anatomy and Physiology Laboratory

Textbook: Intermediate Cat Version. McGraw & Hill: Debuque, IA.

STUDENT LEARNING OUTCOMES

1. Students will demonstrate awareness of safety issues as the basis of all laboratory procedures.
2. Students will demonstrate correct use of the microscope, basic laboratory equipment, staining and dissecting tools in the identification of different types of tissues and organs of the human body
3. Students will conduct basic physiological measurements and observations using laboratory instruments and tools correctly and accurately.
4. Students will correctly identify organs, structures, tissues, and systems in preserved laboratory specimens with emphasis on identification of the major muscles, blood vessels, and nerves, and organs of the endocrine, cardiovascular, respiratory, lymphatic, urinary and reproductive systems.
5. Students will perform basic physiological procedures following written instructions, perform basic calculations in support of common laboratory procedures, and write coherent and concise laboratory reports.

REQUIREMENTS FOR SUCCESSFUL COMPLETION

Attendance is essential for successful completion of the course. Roll will be taken each day as evidence of class attendance. If an absence is anticipated, it is the responsibility of the student to arrange with his partner to set aside materials and results to be reviewed when the student returns.

Each student must share in the clean up duties or expect a drop in the total points earned. This responsibility includes care of the equipment especially the microscopes, cleaning of the desktops and workbench, proper disposal of waste materials, and return of the classroom to its original condition. Additional duties may be assigned to each student on the final day of laboratory during terminal cleaning of the laboratory space.

Since potentially toxic chemicals and potentially infectious materials will be used in the laboratory, there will be no eating, drinking, or smoking in the laboratory. Anyone found eating, drinking or smoking in the laboratory will be dropped from the course with an F. Chronic disregard of safety procedures or misuse of equipment will also be a cause for receiving an F. Repeated disregard of safety regulations or a single flagrant disregard of safety procedures that potentially endanger the student or others will result in a grade of F in the course. No cultures, living materials, or animals intended for dissection may be removed from the laboratory; to do so will be regarded as a flagrant disregard of safety and will result in a grade of F for the course. Children may not accompany parents to class.

CONTENT OUTLINE

- A. Introduction
- B. Safety
- C. Microscope Use
- D. Muscles
- E. Endocrine System
- F. Histology
- G. Endocrine
- H. Blood
- I. Heart
- J. Blood Vessels

- K. Lymphatic System
- L. Respiratory System
- M. Begin Cat Dissection
- N. Digestive System
- O. Urinary System
- P. Reproductive System

GRADING

Student performance should be evaluated using at least two examinations spaced evenly over the semester and using frequent quizzes. Other assignments should be encouraged; however, extra points should not be awarded at levels that would allow a failing student to pass the course unless they also pass the examinations. Final grades should be expressed as A, B, C, D, or F. The grade distribution ideally should resemble a bell-curve unless a special case can be defended for the particular class in question. The grading policy of the instructor must be clear to the students and must be written on the individual instructor's syllabus. In the event of a grade dispute, the policy written in the syllabus will be honored.

An example of a grading policy is:

The grading scale will be:

- A = 90-100%
- B = 80-89%
- C = 65-79%
- D = 50-64%
- F = 0-49%.

[Curriculum-wide Policies]

ATTENDANCE

Students should read the policy on attendance in the Nunez College Catalog. Roll will be checked each class and the instructor will drop a student for excessive unexcused absences prior to the official last day to drop a course. If the instructor drops a student from the roster before the last drop date, the student will receive a "W" grade. If absences occur and/or accumulate after the last day to officially withdraw, the student will fail the course. Excessive absences usually equal to two weeks of class time. Students who arrive late to class must see the instructor after the class to have that absence removed. Students who leave class early may be counted absent for that class.

CLASSROOM ETIQUETTE

No student may create disturbances to the learning environment. Students may be warned, asked to leave class and/or referred to the Vice-Chancellor for Student Affairs or designee for disciplinary action depending on the frequency or severity of the disturbance. Entering and leaving the classroom during class time is a distraction to other students and the instructor and should be avoided. A student's need to be in constant contact with the outside world through high-tech electronic devices (beepers, cell-phones, etc...) does not supersede basic classroom etiquette, and the beeping, buzzing or ringing of these devices are definitely considered a disturbance by the instructor.

PLAGIARISM AND CHEATING

Cheating/plagiarizing is a serious offense. Webster defines plagiarism as the act of “taking and using as one’s own the ideas or writings of another.” Depending on the frequency or severity of a student’s cheating/plagiarizing the instructor may lower the student’s grade or recommend the student to the Vice Chancellor for Academic Affairs for disciplinary action.

Copyright infringement implies that the creative or intellectual product of another has been unfairly used without compensation to the individual who originally created the product. There is some allowance in the laws that regulate copyright for educational use of materials. Generally, this means that a page or two may be copied from a text or article for educational use. It does not allow extensive copying of materials. The instructor will not grade work that he/she interprets as misuse of copyrighted material

AMERICANS WITH DISABILITIES ACT

It is the policy of Nunez Community College to accommodate students with disabilities, pursuant to federal law, state law, and the school’s commitment to equal educational opportunities. Any student with a disability who needs accommodations should contact Carly Gervais in the ADA Coordinator’s Office. The office is located in the Law Library, Room 1-234, telephone 278-7491 or e-mail cgervais@nunez.edu.

SUGGESTED ACTIVITIES**SUPPLEMENTAL RESOURCES**